



STATE OF HAWAII
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS
OFFICE OF COMMUNITY SERVICES
830 PUNCHBOWL STREET, ROOM 420
HONOLULU, HAWAII 96813

February 8, 2005

TO: Applicants

FROM: Keith Yabusaki, Procurement Officer
Department of Labor and Industrial Relations (DLIR)
Office of Community Services (OCS)

SUBJECT: Addendum Number 3

Pursuant to §3-143-403, Hawaii Administrative Rules (HAR), OCS issues its Addendum Number 3 for Request for Proposals (RFP) Number LBR 903-01 that was issued on October 12, 2004.

DLIR – OCS is issuing this addendum following a discussion on February 7, 2005 held with applicants. This addendum will 1) clarify client projections and corresponding payment computations under the Milestone Payment System and 2) amend the above-mentioned RFP. The discussion was conducted to insure the reasonably fair and equal treatment of all applicants.

Pursuant to §3-143-607, HAR, OCS is requesting applicants to submit final revised proposals to allow fair and equal opportunity to all applicants to respond to the matters raised at the discussion and make a best and final offer.

Applicants that choose to submit a final revised proposal may amend or modify any or all sections of their proposal applications. Further, they need only submit the section or sections of their proposal applications that are amended or modified. If an applicant does not submit a final revised proposal, then the last proposal application submitted by that applicant shall be deemed to be the applicant's final revised proposal. The deadline for submission of final revised proposals is Friday, February 18, 2005. Hand deliveries and private mail services such as FedEx will be accepted at OCS until 4:30 p.m., H.S.T., February 18, 2005. Mail-ins must be postmarked by U.S. Postal Service before 12:00 midnight, H.S.T., February 18, 2005.

Should you have any questions or concerns, please contact Keith Yabusaki at:

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**Addendum Number 3 to the Office of Community Services’
Request for Proposals for State Fiscal Biennium 2006-2007**

This Addendum makes corrections, amends and clarifies the following Request for Proposals (RFP) for State Fiscal Biennium 2006-2007 issued by the Office of Community Services on October 12, 2004.

RFP LBR 903-01 Employment Core Services for Low-Income Persons

1. Amendment: Pricing Structure or Pricing Methodology (Section 2.III.B.8 p. 2-8)

The first paragraph second sentence that begins with the words “The number of” and ends with the words “exceed this number.” is amended to insert “at Milestone 6” after “this RFP”.

This sentence is amended to read:

“The number of payments made for each milestone shall be limited to the agreed upon number of clients to be served under this RFP at Milestone 6, notwithstanding that a provider’s actual clients at any given milestone may exceed this number.”

2. Clarification: Output and Performance/Outcome Measurements (Section 2.III.B.4 p 2-7)

OCS is still requiring applicants to submit the Performance Output/Outcome Measurements Table located at the end of each Section 2. This table lists the actual number of clients, including carryovers that the applicant proposes to service in Fiscal Biennium 2006-2007.

3. Amendment: Pricing Structure Based on Milestone Payment System
(Section 3.V.A.2 p. 3-6)

Before the last paragraph starting with “Note:”, insert the following:

OCS is requiring all applicants to state the projected number of:

- 1) New clients that will obtain Milestone 6, per type of client (“typical client”, “highly challenged” and “developmentally disabled”); and
- 2) Carryover clients that will accomplish Milestone 6, per type of client. A carryover client represents a client who is currently being provided employment core services in Fiscal Year 2005 and will be carried over into new or continuing services contracted for FB 2006-2007. There are no carryovers from year 1 to year 2 during the contract period.

The combined number of new clients and carryover clients projected to accomplish Milestone 6 will be used to calculate the total proposal funding request amounts and represents the number of clients OCS pays for.

The following tables will serve as an example of how to calculate your total proposed funding amount. Use the same tables, as applicable, and include them in your final revised proposal(s). When submitting the total number of new and carryover clients, as well as your total funding request amount, please present numbers and amount for the entire two-year period.

Table 1. The applicant shall state the total number of new and carryover clients it anticipates will accomplish Milestone 6 within the 2-year contract period. In this example, the applicant expects 40 new clients and 20 carryover clients to complete Milestone 6. Multiply total client number by applicable client unit rate to determine funding request amount. This is the total amount you should request.

Repeat this process to determine your total funding request amount if you are also working with highly challenged and developmentally disabled clients (See Tables 2 and 3).

Determine your total funding request by adding the amounts for typical, highly challenged and developmentally disabled clients as calculated below in Tables 1-3.

Table 1 (FB 2006-2007) Clients	No. of New Clients	No. of Carryover Clients	Number OCS Pays For	Funding Request Clients
Milestone 1				
Milestone 2		SAMPLE		
Milestone 3				
Milestone 4				
Milestone 5				
Milestone 6	40	20	60	$\$3,575 \times 60 = \$214,500$

Table 2 (FB 2006-2007) Highly Challenged (HC)	No. of New HC Clients	No. of Carryover HC Clients	Number OCS Pays For	Funding Request HC Clients
Milestone 1				
Milestone 2		SAMPLE		
Milestone 3				
Milestone 4				
Milestone 5				
Milestone 6	7	3	10	$\$4,480 \times 10 = \$44,800$

Table 3 (FB 2006-2007) Developmentally Disabled (DD)	No. of New DD Clients	No. of Carryover DD Clients	Number OCS Pays For	Funding Request DD Clients
Milestone 1				
Milestone 2		SAMPLE		
Milestone 3				
Milestone 4				
Milestone 5				
Milestone 6	3	1	4	$\$5,885 \times 4 = \$23,540$

Total Proposal Funding Request for Fiscal Biennium 2006-2007	\$282,840
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Use the following tables to calculate your total funding request amount.

Table 1 (FB 2006-2007) Clients	No. of New Clients	No. of Carryover Clients	Number OCS Pays For	Funding Request Clients
Milestone 1				
Milestone 2				
Milestone 3				
Milestone 4				
Milestone 5				
Milestone 6				

Table 2 (FB 2006-2007) Highly Challenged (HC)	No. of New HC Clients	No. of Carryover HC Clients	Number OCS Pays For	Funding Request HC Clients
Milestone 1				
Milestone 2				
Milestone 3				
Milestone 4				
Milestone 5				
Milestone 6				

Table 3 (FB 2006-2007) Developmentally Disabled (DD)	No. of New DD Clients	No. of Carryover DD Clients	Number OCS Pays For	Funding Request DD Clients
Milestone 1				
Milestone 2				
Milestone 3				
Milestone 4				
Milestone 5				
Milestone 6				

Total Proposal Funding Request for Fiscal Biennium 2006-2007	
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